

cover or contents - the layout, the typeset, the topics and information to include, exclude or alter.

Please contact Gene Pugh, Training Manager, at 554-2576 or Personnel Relations, PC Room 220. Your ideas for the '82-'84 publication will be accepted until April 30, 1982.

TRY FOR AS MUCH MONEY AS YOU CAN

The State Awards program provides an excellent opportunity for Career Service employees to make constructive changes in the operation of the University (and State of Florida), and for you to receive a reward for any good idea suggested and adopted by the State.

The amount of the award is based upon the anticipated tangible monetary savings for one year or upon the tangible values of the suggestion.

Your ideas need not be elaborate. However they should be constructive, complete and practical. For example, the most recent cash reward of \$110. was awarded to Mr. Alex Zyne, formerly Print Shop Supervisor, and presently, Budget Analyst. Our congratulations to Alex for suggesting that an Electric Power Saving Thermostat for single stage air conditioning and heating units be installed in State agencies. This unit permits air conditioning units to automatically shut themselves off during non-working hours.

Should you be in doubt or desire assistance in processing a suggestion, either discuss it with your supervisor or contact Ms. Barbara Schulze, Chairperson of the University Awards Committee, Ext. 2161.

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PERSONNEL CHANGES IN DEPARTMENT OF PERSONNEL/AFFIRMATIVE ACTION

Mrs. Elizabeth Ramos Darde, Personnel Technician II in Classification and Pay, is now the Personnel Technician III in charge of the Classification and Pay Section.

Mrs. Faye Cribbs, formerly Secretary IV in Personnel Services, is now Staff Assistant to the Director of University Personnel Relations/Affirmative Action.

Both of these changes were effective on February 12, 1982.

We heartily congratulate these ladies for their fine achievements.

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CREDIT GIVEN

The article, "Your Designated Beneficiary", that appeared in the February 1982 issue of the Personnel Touch was written by the Division of Retirement, Research, Education and Policy Section. We missed giving you that information with the article.

A BENEFIT FOR YOU!

The Continental National Bank of Miami, has three (3) branches in Miami. The most recent one is now open for business at 300 S. W. 107 Avenue.

They are offering numerous benefits to FIU employees who open accounts there. Among these benefits are: Free checks, free checking services, free money orders/cashier's checks, and convenient banking hours including 24 hour money machines and open bank on Saturdays. Fliers on these and other benefits and services will be distributed on payday in the near future.

In the meantime if you desire further information, you may contact Ms. Hildelisa (Toby) Cordovez, Assistant Branch Manager, at 551-9600 or visit the bank.

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CALENDAR

MARCH 1982

- March 5 . Sign On Deadline for Next Pay Day
. Pay Day
- March 9 . Time Management Seminar (Bay Vista)
. CWS & OPS Time Cards Due
- March 10 . Career Service Senate Meeting (Bay Vista Campus)
- March 11 . Time Management Seminar (Tamiami)
- March 16 . Travel Seminar (Bay Vista)
- March 17 . Personnel Action Forms must reach Personnel Department for employees to receive pay on April 16th.
. Career Service Senate (Tamiami)
- March 18 . Career Service Time Cards Due
- March 19 . Sign-On Deadline for next Pay Day & Pay Day
- March 23 . Travel Seminar (Tamiami)
. CWS & OPS Time Cards Due
- March 24 . New Employee Orientation (Bay Vista)
. Career Service Senate Meeting (Bay Vista)
- March 26 . New Employee Orientation (Tamiami)

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